



**Office of
General Services**

**Procurement
Services**

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General Information Bulletin

Subject: Preferred Source Program Announcements

DATE: APRIL 21, 2023

CL #: 624-2023-04

DESCRIPTION: Updates to the Electronic Service Application

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**TO ALL STATE AGENCIES, PUBLIC AUTHORITIES, COMMISSIONS, PUBLIC BENEFIT
CORPORATIONS OR POLITICAL SUBDIVISIONS OF THE STATE OF NEW YORK:**

Updates to the Electronic Service Application (ESA) for Preferred Source Services

OGS has revised the Electronic Service Application Form 1 – Preferred Source Form 1 Agency Application and Form 2 – Preferred Source Form 2 Preferred Source Application. The ESA Forms and How to Use guide are available in the General Resources section at:

https://ogs.ny.gov/procurement?utm_medium=301&utm_source=nyspro.ogs.ny.gov

In this case the Preferred Source Team requests that the implementation of the above-mentioned revised forms be no later than one month from the date of this CL posting.

As a reminder, each time an application is to be filled out please retrieve it from the website so that you have the most recent version.

OGS remains committed to the Preferred Source program. We look forward to continued cooperation to ensure opportunities are provided to individuals who are blind and to the disabled in compliance with State Finance Law. If you have any questions, please contact the OGS Preferred Sources Team at:

OGS.sm.PS_CM_PREFERREDSource@ogs.ny.gov.